



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

July 10, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-03

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Employees Living and/or Working in Another State/Country

Agencies who employ workers in a state other than Louisiana or in another country should be aware that there are tax consequences. The Wage and Tax Administration Unit of OSUP must be notified as soon as the agency is aware of this situation.

These issues include the following:

- 1) The employee's tax information will need to be set up differently in ISIS HR before the employee begins to work. The correct tax treatment differs by state and will depend upon whether the employee works in another state, lives in another state, or both. The same is true for employees working in another country. The issues are complex and must be analyzed by this office.
- 2) If taxes must be withheld/reported for a state/country that is not configured in ISIS HR, a change will have to be made to configure ISIS HR correctly for that state. This requires that a formal change request be submitted to the Office of Statewide Information Systems (OSIS) to provide for programming for the change, testing, and implementation. It is very important that this information be relayed to this office as early as possible so OSUP can begin the change request process.
- 3) OSUP is responsible for remitting the tax payments and for reporting wage and tax information to the states/countries. OSUP may need to register with the state/country if it is one that is not currently a vendor in ISIS HR.

To ensure that taxes are withheld and paid for, and to, the proper state/country, agencies must notify this office immediately if a new employee will live or work in another state/country. Notification will also be necessary if your agency has an existing employee who will begin working in another state/country. OSUP will be responsible for contacting OSIS and coordinating any changes to ISIS HR, if necessary.

Contact Rachel Bryant at (225) 342-1651 to report employees working in other states/countries and for questions.

JWC:RJB/kmb